



Thanks for your interest in Glencoe Public Library's programs on Zoom! Here are some tips to get you ready:

Before the event:

1. Make sure you have the necessary hardware. You will need a stable internet connection, as well as one of the following devices:

- Laptop or desktop computer equipped with a webcam (usually built-in on the former)
- Smartphone or tablet (be sure to download the Zoom app from your manufacturer's app store)

A headset with microphone is not required but is highly recommended for better sound quality. Earphones that may have come with a smartphone are often a solid option.

2. Select a place to sit during the meeting. It should be adequately lit and free from ambient noise, as well as comfortable for you.

3. Test your setup to make sure it looks/sounds acceptable to you using the Zoom testing page:

<https://zoom.us/test>

4. Registered users will receive an emailed link to the meeting 24-48 hours prior to the program. If you are using a computer, use this link to access the meeting room directly. If you are using a smartphone or tablet instead, the email will also include a unique 11-digit meeting ID and a password (if one is being used). You can use these to sign into the meeting from the Zoom app.

During the event:

1. After clicking the meeting link, you may find yourself in a "waiting room." This is to prevent unauthorized access. The program's facilitator will let you into the meeting proper.

2. When you first enter the meeting, your microphone audio may be set to mute by default. You may un-mute it to speak, but we encourage you to leave it off when you are not speaking in order to minimize background noise.

3 If you wish to speak, please get your moderator's attention using either the chat function or the "raise hand" button. If using video, you can also get the moderator's attention by raising your actual hand.

4. If you need to step away from the meeting for a minute, please turn your camera and microphone off while away so as not to distract your fellow participants.

5. We recommend using gallery mode so you can see all of your fellow participants' faces at the same time. To do this, click the "gallery view" button in the upper right corner of your screen after entering the meeting room. Please note that you may need to enter full screen mode in order to see everyone.

Thanks, and enjoy your program!

~ Glencoe Public Library